

MOBILE FOOD SERVICE REQUIREMENTS

1. The Motor Vehicle Administration registration for the mobile unit must be presented once plan review is approved or prior to the pre-operational inspection.
2. Transient vendor license, Comptroller of the Treasury, State of Maryland. Information: (410) 767-1313 or toll-free 1-800-638-2937.
3. Sales and use tax registration, Comptroller of the Treasury, State of Maryland. Information: (410) 767-1313.
4. Compliance with Food Service Facility regulations in the Code of Maryland Regulations 10.15.03 is required for the plan review. Mobile units must be completely self-contained for electric, gas, water and sewerage. *See plan review requirements noted in the pages below.*
5. Submit all required documents noted in "General Plan Review Requirements for Mobile" page to the Health Department. The submitted documents will be reviewed to ensure compliance with the regulations.
6. Make an appointment with the Howard County Environmental Health Office to inspect the mobile unit once Plan Review approval is given and the plan review fee is paid. Information: (410) 313 -1772.
7. The Food Establishment License will be issued after passing the pre-operational inspection and completing the food license application and paying the fee.
8. Contact the Howard County Office of Consumer Protection regarding a peddler's license. *The Office of Consumer Protection requires you to obtain a food license prior to obtaining the peddler's license.* Information: (410) 313-6420.
9. Compliance with the Fire Marshall's Office requirements is necessary to operate in Howard County. Information: (410) 313-6000. 6751 Columbia Gateway Dr., Suite 400, Columbia, MD 21046.

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General Plan Review Requirements for a Mobile Food Service Facility

This is to assist with answering general questions regarding the initial requirements for a **change of ownership for a mobile food service facility or a new mobile food service facility**. The following documents must be submitted to the health department in order to complete the Plan Review process required for the approval of a food service license:

1. **Apply for Food License and Pay Fee Plan Review Fee** (note: fee is based on HACCP Plan & Menu). If no changes to Menu, food service process and operation then fees will generally be the same based on the previous priority assessment.
2. **Floor Plan** with all equipment including small counter-top equipment (toasters, microwaves, and counter-top refrigerators) and other operating equipment such as the exhaust hood, hand sinks, 3-compartment sink, mop sink, etc. Plans may be hand drawn to scale for change of ownership or mobile units if no remodeling or revision has occurred (refer to sample).
3. **Equipment List** numbered to match numbered equipment plan, with manufacturer's name and model number. Equipment list must include manufacturer and model number of all existing equipment (refer to sample).
4. **Specification Sheets** are required for all new equipment (not in our previous owner's file) and for any new food service facilities.
5. **Certified Manager's** Certified in Food Safety (someone must be present at the facility at all times). Required for all High and Moderate priority facility.
6. **A Complete Menu** (low priority facility may list category of pre-packaged goods).
7. **HACCP (Hazard Analysis Critical Control Point) Plan** (See HACCP Plan Guideline packet).
8. **For Mobile Units Only:** Base of Operation Agreement Letter with a copy of that Food Establishment License (if facility is not located in Howard County).

Please submit the above listed documents to proceed with the plan review of the referenced business. The plan review process is a requirement for all change of ownership situations (after final settlement) and new food service facilities for food license issuance by the Howard County Health Department Food Protection Program.

Please note that all plan review requirements must be met **within 30-days** of completion of the license application and fee payment for all operating change-of-ownership. If the plan review requirements are not met, license application will not be approved or may be denied and the food service facility may be closed and/or fined for operating without a Food Service License. **A food license is non-transferable. REQUIREMENTS FOR MOBILE FOOD SERVICE FACILITIES**

1. Source of Food

Food must be from sources, which comply with 10.15.03.04 A – I. **Food prepared at home or in an unlicensed facility is not permitted to be sold to the public.** The source of the food must be documented in the facility file record.

2. Food Temperature Control

A heated unit on board the mobile truck must maintain potentially hazardous food at 135° F throughout the day's operation. Cold storage units must maintain potentially hazardous food at 41° F.

A heated unit (water bath, steam table, or dry air "hot box") must be capable of raising the temperature of food as follows:

- (a) Food from sealed, commercially precooked, shelf stable packages must be heated from ambient temperature to 135° F within 2 hours.
- (b) Food which is being reheated from refrigerated temperature must reach 165° F within 2 hours. This includes sandwiches which are placed in the "hot box" (an insulated, heated dry air compartment).
- (c) Opened, partially full containers of potentially hazardous food must be maintained at 41° F and below or 135° F and above. This applies to cans of food which are used to replenish the serving line.

3. Hand Washing Facilities

All mobile units are required to provide hand washing facilities except prepackaged ice cream trucks.

4. Food Protection

Methods of food protection for mobile units should meet the same criteria as for other open food operations, such as, smorgasbords, cafeteria lines, or caterers. These may include, a self-closing lid, a food guard or other barrier to protect the food, plus overhead protection from birds and adverse weather conditions.

The service of open food from a mobile truck must meet the same requirements as an off-site caterer or a satellite operation. Food from an approved source, temperature control, and food protection are of primary concern. Until the time

that the container of food is opened and placed on the serving line, all food must be in sealed packages and must have been produced in a licensed food establishment. The method of disposition of food left over at the end of each day must be documented.

5. Utensil Washing Facility

An on-board utensil washing facility is required. If minimal on-board utensil washing is available, more than one serving utensil must be available as a back up, in case the utensil in use is contaminated, damaged, or lost. When a depot is located in another jurisdiction, an inspection report for the depot may be requested from the appropriate approving authority.

6. Food Contact Equipment

All food contact equipment and equipment components must comply with the provisions of COMAR 10.15.03.15A(1) and (2). The person-in-charge shall ensure that all food equipment meets one or more of the following design standards:

- (a) National Sanitation Foundation (NSF) or equivalent sanitation certification from:
 - (i) The ETL Semko division of Intertek Group PLC (Intertek ETL SEMKO)
 - (ii) Canadian Standards Association (CSA)
 - (iii) Underwriters Laboratories (UL)
- (b) Baking Industry Sanitation Standards Committee;
- (c) National Automation Merchandizing Association;
- (d) International Association of Milk and Food Sanitarian's "3-A Sanitary Standards"
- (e) Another applicable published standard acceptable to the approving authority;

7. Personal Cleanliness

Persons handling or serving open food must comply with COMAR 10.15.03 regarding cleanliness, hair restraints, clean clothing, tobacco use, glove use and no bare hand contact with ready-to-eat food.

8. Single Service Articles

When single service items are used, they must be stored and dispensed as provided in COMAR 10.15.03.17H(1-3).

9. Labeling of Food

All packaged food must bear a label that contains the name and place of business of the manufacturer, packer or distributor, the common or usual name of the food, a list of ingredients unless the food has a standard of identity, and all other requirements listed in Health-General Article §21-210. Additionally, the Maryland Department of Agriculture has requirements for weight declarations on the label.

10. Base of Operation

A mobile unit's base of operation must be a licensed food establishment, licensed depot or commissary which provides the following:

- (1) A source of potable water, potable water hoses and clean connections.
- (2) A method for disposal of sewage acceptable to the approving authority.
- (3) Clean adequate and covered trash receptacles.
- (4) Refrigerated and dry food storage areas, if needed.
- (5) Storage area for single service articles.
- (6) If necessary, utensil washing facility.

11. A Food Service Facility License is required.

(Revised 02/17/2022 MJD)

**Mobile Food Service Unit (Page 2 –
General Plan Review item 3)**

SAMPLE

Equipment List

Please indicate name of manufacturer and model number for each piece of equipment.

- | | | | |
|-----------------|----------------------------|--------------------------------|----------------------------------|
| 1. Refrigerator | 5. Stainless Steel Counter | 9. Stainless Steel Counter Top | 13. Char Broil Grill (3ft.) |
| 2. Freezer | 6. Storage Cabinet | 10. Coffee Urn | 14. Single Door Reach-In Freezer |
| 3. Steam Table | 7. 3-Compartment Sink | 11. 4-Range Burner | 15. Service Shelf (fold down) |

4. Prep.-Top Refrigerator

8. Hand-sink

12. Exhaust Hood Unit

16. Holding Tank (potable & waste)

Floor Plan

